



## RESIDENTIAL\* SPECIAL INSPECTIONS PROGRAM

### PURPOSE

- 1.0 To establish a uniform procedure under which the Department of Permitting Services (DPS), Division of Building Construction, may allow specific types of inspections to be performed by approved Architects, Engineers and or Inspection Services.

### DEFINITIONS

- 2.0 County Ordinances as used herein shall mean those portions of Montgomery County Laws, Ordinances, Rules and Regulations for which DPS, Division of Building Construction, is responsible including, but not limited to the following chapters of the Montgomery County Code, 1972 as amended:
- 8 Building
  - 17 Electricity
  - 19 Erosion and Sediment Control
- 2.1 **Architect:** An architect approved by DPS, licensed by and under provisions of the State of Maryland and qualified in the area of structural and foundation design.
- 2.2 **Engineer:** An engineer approved by DPS, licensed by and under provisions of the State of Maryland and qualified in the area of structural and foundation design.
- 2.3 **Inspection Service:** A firm approved by DPS, and qualified to perform various construction inspection services and testing to ensure construction is in accordance with code requirements and engineering practice standards; and who has a Maryland licensed engineer qualified in the area of structural and foundation design who will be designated the "authorized individual" and assume the responsibility of construction certification.
- 2.4 **Certification:** Is to be made on a document furnished by the County defining the type of construction inspection(s) to be certified. The certificate is to be fully completed by an authorized individual or his qualified agent and become part of the project record. The certification is combined on one form with the Special Inspection Report.

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\* Applies to the construction, alteration, movement, enlargement, replacement, repair of one- and two-family dwellings and townhouses not more than three stories above grade plane in height with separate means of egress and their accessory buildings or structures

The construction certification when completed will constitute an authorized individual's certification that he/she has personally visited the site or a qualified agent under direct supervision has visited the site and made the inspection(s) indicated and that all the work was in full compliance with the DPS approved plans and Montgomery County Building Code.

- 2.5 **Authorized Individual:** The licensed individual who has submitted an application as required in Sec. 4.1 and has been approved by DPS to make inspections in accordance with these procedures. Authorized individuals maintain their authorization until revoked by DPS Director.
- 2.6 **Qualified Agent:** An employee of an Authorized Individual who is qualified to perform footing and/or wall parging inspections and is under the supervision of an authorized individual.

## AUTHORITY

- 3.0 DPS Director acting under authority of Chapter 8, Art. II Sec. 8-12(c) Inspections, and Sec. 8-17(b), Accredited Inspection Services, and (d) Inspection Reports, of the Montgomery County Code 1972 as amended, establishes this report and certification procedure covering specific areas of building construction by qualified and approved individuals, in lieu of inspection by County personnel.
- 3.1 **Scope of Program:** Specific areas to be included are footings, foundation wall parging, and concrete floors on ground inspections.
- 3.2 **Program Duration:** Acceptance of special inspection report/certifications shall become effective on September 1, 1983 and continue until amended by DPS Director.

## PROCEDURE

- 4.1 Architects, Engineers or Inspection Services, prior to undertaking any inspections, must apply for approval by DPS on forms furnished by DPS. Approvals of an authorized individual will be issued in writing by DPS at which time the individual will be assigned a unique "Inspector Number" for identification purposes. Approved individuals may service multiple permittees.
- 4.2 Architects, Engineers or Inspection Services shall provide to DPS any changes in address, phone numbers, emails, and license. Failure to provide this information annually by December 31 will result in the revocation of the DPS authorization. A new application must be submitted in accordance with item 4.1.
- 4.3. An authorized individual or his qualified agent, upon request by the owner/permittee for a footing inspection, shall make a thorough inspection of all footing trenches, reinforcing steel, footing depth, and soil conditions as set forth on the approved plans or if not specifically noted, be in accordance with Montgomery County Building Code. DPS approved plans must be available on the job site. For waterproofing/foundation drainage inspections, the

- waterproofing/foundation drainage shall conform to the approved plans or if not specifically noted, be in accordance with Montgomery County Building Code. For concrete floors on ground inspections, the construction shall conform to the approved plans or if not specifically noted, be in accordance with Montgomery County Building Code.
- 4.4 The Residential Special Inspection Report/Certification form furnished by the County shall be filled out and sealed and signed by the authorized individual. The special inspection report includes the certification of **compliance** of the construction with approved plans and the Montgomery County Building Code, and shall only be completed where full compliance has been achieved. Where deficiencies are apparent upon inspection, the required corrections must be made and re-verification of compliance made prior to certification. No duplication or substitution of forms will be allowed.
- 4.5 The Residential Special Inspection Report Certification(s) are to be hand delivered to County inspector within five days of the inspection approval. The field inspector shall immediately verify the authorized signature and completeness of data and record information in the DPS permitting system using the special “Inspector Number” assigned. No subsequent inspections will be made until the Residential Special Inspection Report Certification(s) is received and its completion is verified by the field inspector.
- 4.6 The field inspector shall return the Residential Special Inspection Report Certification(s) to the Division of Building Construction.
- 4.7 DPS staff shall enter report into Documentum.